



JET PROPULSION LABORATORY
CALIFORNIA INSTITUTE OF TECHNOLOGY

REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO.: 2002-FIRST

FOR:

**ENGINEERING OUTREACH EFFORT
FOR HIGH SCHOOL PARTICIPATION
IN A NATIONAL ROBOTICS COMPETITION ENTITLED**

**FIRST
(FOR INSPIRATION AND RECOGNITION OF
SCIENCE AND TECHNOLOGY)**

PROPOSALS ARE TO BE RECEIVED AT JPL NO LATER THAN:

Date: Monday, November 26, 2001

Local Time: 3:00 p.m.

COMMUNICATIONS IN REFERENCE TO THIS RFP

It is requested that any communication in reference to this RFP be directed to the attention of:

Name: Leslie Berridge

Mail Stop: 201-113

Title: JPL Contract Negotiator

Phone: (818)354-8340

Exception: Refer to Management Instructions, Criterion M2 – Resources, paragraph (1)(b).

California Institute of Technology
Jet Propulsion Laboratory
4800 Oak Grove Drive
Pasadena, CA 91109

Date of Issuance: 11/05/01

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1. Request for Proposal

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2. Attachments to the Solicitation, See form JPL 2839 for a list of Attachments

This Section of this RFP consists of those forms and documents containing information applicable to this RFP. Group A Attachments must be completed and attached to your proposal. Group B Attachments consist of forms and documents for informational purposes only. Both A and B Attachments can be found through the electronic address identified below. Note that Group B Attachments are very important and may become requirements under the Contract.

Website: <http://acquisition.jpl.nasa.gov/e2000.htm>

3. Specimen Contract, dated November 5, 2001

GENERAL INSTRUCTIONS

1. PROPOSAL REQUIREMENT

The effort to be performed will be in accordance with the Specimen Contract; if you choose to submit more than one proposal for this effort, each proposal must be independently complete and under separate cover. Submit to JPL an original and three copies of your proposal. Proposals are due at the time and date stated on the cover of this RFP.

2. PACKAGING AND SUBMITTING YOUR PROPOSAL

a. Organization and Format.

- (1) Your proposal should be organized as closely as practicable to the format and sequence indicated in these proposal instructions as described in the Management Evaluation Criteria and Cost Instructions.
- (2) Provide sufficient documentation to demonstrate ability to meet all of the selection requirements. Documentation can include various media that would be relevant, however, unnecessarily elaborate brochures or presentation layouts, other than those sufficient to present a complete and effective proposal, are not desired. Except when specifically requested, mockups, models, samples, hardware, or software of any kind must not be furnished and will not be considered.
- (3) JPL reserves the right to retain all proposal information submitted in response to this RFP.

b. Address and Identification.

To help ensure timely receipt and processing of your proposal, please mark the envelope containing the complete original copy of your proposal with the following: JPL's address, the name of the individual designated on the cover page of this RFP (including the mail stop) and the RFP number. All proposal envelopes must be identified with the RFP number that appears on the RFP cover page.

c. Hand-Carried Proposals.

Hand-carried proposals must be delivered to the California Institute of Technology/Jet Propulsion Laboratory (JPL) Visitor Control Center, at 4800 Oak Grove Drive, Pasadena, Building 249, where it will be received and time-stamped. Visitor Control is open to receive proposals only on working weekdays, between 7:30 a.m. and 4:30 p.m.

3. GENERAL INFORMATION

a. Proposal Preparation and Related Costs.

This RFP does not commit JPL or the Government of the United States to pay any costs incurred in submitting your proposal, making studies or designs for preparing the proposal or in procuring or subcontracting for services or supplies related to the proposal.

b. Data.

If the proposal contains data that either you or your subcontractors do not wish to be disclosed for any purpose other than proposal evaluation, you must mark the cover sheet of each volume containing such information with the legend below:

“Data contained in pages XX of this proposal furnished in connection with RFP No. 2002-FIRST, shall not be used or disclosed, except for evaluation purposes, provided that if a contract is awarded to this offeror as a result of or in connection with the submission of this proposal, JPL and the Government shall have the right to use or disclose this data to the extent

provided in the contract. This restriction does not limit JPL's right to use or disclose any data obtained from another source without restriction."

c. Requests for Clarification/RFP Addenda.

During the proposal preparation period, all requests for clarification and/or additional information, must be submitted in writing to the individual referenced by "Attention:" on the cover page of this RFP. When appropriate, responses to requests, as well as any JPL initiated changes, will be provided to all prospective proposers in writing as addenda to the RFP. (NOTE: You must include reference to all addenda on your Acknowledgment to this RFP [Attachment A-1].)

4. LATE PROPOSALS

Any proposal, portion of a proposal, or unrequested proposal revision received at JPL after the time and date specified on the cover page of this RFP is late. Any volume of a proposal received after the time and date specified will cause the entire proposal to be late. Late proposals will not be considered for award, except under the following circumstances:

- a. JPL determines that the late receipt was due solely to a delay by the U.S. postal service for which the offeror was not responsible. Timely postmark or receipt of registered, certified, or express mail "next-day service," establishing the time of deposit must be evidenced.
- b. JPL determines that the proposal was late due solely to mishandling by JPL after receipt at JPL, provided that the timely receipt at JPL is evidenced.
- c. No acceptable proposals are received in a timely manner.

NOTE: If an emergency or unanticipated event interrupts normal JPL processes so that solicitation responses cannot be received to the JPL office designated for receipt by the exact time specified in the solicitation, and urgent JPL requirements preclude amendment of the solicitation closing date, the time specified for receipt of proposals will be extended to the same time of day specified in the solicitation on the first work day on which normal JPL processes resume.

5. SOURCE EVALUATION AND SELECTION PROCESS

a. Source Evaluation.

Proposals will be evaluated in the areas of management approach, resources and independent funding, as described in the Management Evaluation Criteria and Cost Instructions, below. Both of these areas are weighted equally, i.e., 50% each. The selected contractor(s) will be awarded a Fixed Price contract, amount to be determined. JPL plans to make source selection based on the offeror(s) whose proposal is determined to represent the best value to JPL.

- (1) Before issuing the RFP, JPL establishes specific criteria and their weighting for the evaluation. After receipt at JPL, the proposals are evaluated against the pre-set criteria outlined in the Management Evaluation Criteria and Cost Instructions, below.
- (2) Responsibility is assessed within the meaning of Federal Acquisition Regulation 9.1. Award will not be made to a Contractor deemed to be nonresponsible.
- (3) Results of the initial proposal evaluation are used to determine which proposals are within the competitive range (i.e., those having a reasonable chance of being selected for award). Proposals determined not to be within the competitive range are eliminated from further consideration, and the proposers are notified accordingly.

- (4) JPL may, at its discretion, conduct limited communications with one or more proposer(s) for the purpose of determining whether the proposer(s) should be included in the competitive range. Such precompetitive range communications may be conducted to enhance JPL understanding of proposal(s) and may be used to clarify omissions, ambiguities and uncertainties in the proposer's submittal. JPL reserves the right to make a competitive range determination without conducting such communications. Further, JPL, at its discretion, may waive minor informalities and minor irregularities in proposals received.
- (5) JPL may make source selection after the initial proposal evaluation or may conduct discussions with the proposers determined to be within the competitive range. The purpose of the discussions is to assist the evaluators in fully understanding each proposal by:
 - (a) Discussing those aspects of each proposal which contain omissions, ambiguities and uncertainties;
 - (b) Verifying and identifying strengths and weaknesses which could affect work performance;
 - (c) Assessing the proposed personnel and the proposer's capabilities for performing the work.

b. Selection Process.

The results of the final evaluation are submitted to the JPL Source Selection Official, who selects the Contractor(s) for negotiation.

- c. JPL reserves the right to reject all proposals, to award a contract based on initial proposals (without proposal clarifications) or to conduct oral discussions, prior to making source selection.

6. EXCEPTIONS TO GENERAL PROVISIONS AND ADDITIONAL GENERAL PROVISIONS

A large number of exceptions or one or more significant exceptions to the General Provisions and/or Additional General Provisions may make your proposal unacceptable for evaluation. **You must provide a detailed explanation, including the rationale, for any exceptions you take.** Proposers who submit proposals with exceptions may be selected for negotiations; however if an agreement cannot be negotiated, your proposal may be rejected.

7. INDEPENDENT FUNDING

The total costs for the design, construction and implementation of the remotely-operated mechanism, and attendance and participation in the FIRST National Competition in Florida is anticipated to be a minimum of \$40,000, with \$50,000 being a more realistic cost. To be considered in the competitive range, proposers must secure and evidence independent funding. Independent funding may be in the form of, but not limited to, corporate/private sponsorship, donations, and fund raising efforts.

EVALUATION CRITERIA

8. MANAGEMENT INSTRUCTIONS

This portion of the proposal instructions sets forth the requirements to be followed in preparing the non-price aspects of the proposal. To be considered in the competitive range, the following specific information must be included to permit an evaluation of your capabilities.

a. Criterion M1 – Management Approach.

The degree to which the proposer's management approach provides for effective organization, implementation and monitoring and control of the effort. Factors to be considered are:

- (1) Qualification statement for participation in the National Competition. Refer to the qualification process in the "Open Team Letter – Championship Changes," on the FIRST website: www.usfirst.org/2002comp/FRCLetters.htm.
- (2) Mentoring activities – whether you want to mentor or have a mentor; for mentoring information refer to the FIRST website: www.usfirst.org/FRCMentors.html.
- (3) Past performance at regionals and national competitions.

b. Criterion M2 – Resources.

The degree to which the proposer possesses the personnel, facilities and equipment necessary to successfully conduct this effort. Factors to be considered are:

- (1) Personnel:
 - (a) Identification of a project manager; resume should be provided.
 - (b) Support of JPL engineer volunteer(s) with identification of specific skills. If a JPL engineer volunteer has not already been selected, contact Kim Lievense, Public Services Office, 818-354-0112, for assistance. Resume should be provided.
 - (c) Administrative and instructional support, including but not limited to, FIRST documentation requirements, and website implementation and maintenance experience.
 - (d) Rational for the number of chaperones needed for student travel.
- (2) Facilities:
 - (a) Secure location for the robot construction.
 - (b) Access to a machine shop.
- (3) Equipment:

Inventory of available materials, supplies, tools and equipment anticipated to complete the robot.

9. COST INSTRUCTIONS

This portion of the proposal instructions sets forth the requirements to be followed in preparing documentation to support the independent funding aspects of the proposal. To be considered in the competitive range, the following specific information must be included to permit an evaluation of your capabilities.

a. Criterion C1 - Independent Funding.

Independent funding may be in the form of, but not limited to, corporate/private sponsorship, donations, fund raising, non-JPL engineering support, and machine shop access, as specified in the Specimen Contract. Factors to be considered are:

- (1) Budget for funds already allocated for FIRST National Competition activities.
- (2) Funding-level commitment letters from corporate/private sponsors to validate additional funding. These letters should identify the portion of the effort the sponsor will fund, and if personnel are indicated, include resumes.
- (3) Donation acknowledgements.
- (4) Fund raising efforts.
- (5) Description of the role and experience of non-JPL engineers; include resumes.
- (6) Machine shop access documentation.

10. PAYMENTS

Advance payments will be allowed under this Contract for registration fees and conference sponsorship. If advance payments are desired, specify your requirement.



ATTACHMENTS TO THE SOLICITATION

The following attached forms and documents are organized into two major groupings:

1. Group A must be completed and returned as part of your quotation or proposal.
2. Group B are for information purposes only in preparing your quotation/proposal.

NOTE TO PROPOSERS: *Forms and documents listed below are not applicable unless the box preceding the Attachment Number is marked ☒.*

GROUP A - Complete and return as part of your quotation/cost proposal, as applicable:

Attachment Number	Title and Form Number
<input checked="" type="checkbox"/> A-1	Acknowledgment (form JPL 2384)
<input checked="" type="checkbox"/> A-2	Cost Accounting Standards (form JPL 2842)
<input type="checkbox"/> A-3	Government Property Questionnaire (form JPL 0544)
<input type="checkbox"/> A-4	(RESERVED)
<input type="checkbox"/> A-5	(RESERVED)
<input type="checkbox"/> A-6	Notice of Total Small Business Set-Aside (form JPL 4022)
<input type="checkbox"/> A-7	Notice of Total Small Business Set-Aside - Modified (form JPL 4023)
<input type="checkbox"/> A-8	(RESERVED)
<input type="checkbox"/> A-9	(RESERVED)
<input type="checkbox"/> A-10	(RESERVED)
<input type="checkbox"/> A-11	(RESERVED)
<input type="checkbox"/> A-12	Foreign Acquisitions - Certification of Eligibility for Exemption from/Certain JPL General Provisions, Additional General Provisions, and Certifications (form JPL 2881)
<input type="checkbox"/> A-13	(RESERVED)
<input type="checkbox"/> A-14	Past Performance (form JPL 0358)
<input type="checkbox"/> A-15	Cost Element Breakdown (form JPL 0549)
<input type="checkbox"/> A-16	Determination of Lowest Overall Price - Time-and-Material Proposals (form JPL 0359)
<input type="checkbox"/> A-17	Determination of Lowest Overall Price - Labor Hour Proposals (form JPL 0363)
<input type="checkbox"/> A-18	Determination of Lowest Overall Price - Labor-Hour Proposals to JPL-Provided Rate Ranges (form JPL 0364)
<input type="checkbox"/> A-19	Cost Elements Breakdown (Short Form) (form JPL 0549-1)

GROUP B - For information only:

Attachment Number	Title and Form Number
<input type="checkbox"/> B-1	Waiver of Rights to Inventions (form JPL 62-301)
<input type="checkbox"/> B-2	Summary Work Breakdown Structure (no form number)
<input type="checkbox"/> B-3	Notice to Offerors (form JPL 2843)
<input type="checkbox"/> B-4	Instructions for Patent Agreement for Use in Support Service Contracts (form JPL 2844) Patent Agreement (form JPL 1929)
<input type="checkbox"/> B-5	Notice of Requirement of Pre-award On Site Equal Opportunity Compliance Review (form JPL 3553)
<input type="checkbox"/> B-6	Requirements for A Subcontracting Plan (form JPL 0294)
<input type="checkbox"/> B-7	Security Requirements for a Classified Contract (form JPL 2891)
<input type="checkbox"/> B-8	Notice of Requirement for Affirmative Action to Ensure Equal Employment Opportunity(Executive Order 11246) (form JPL 2899)
<input type="checkbox"/> B-9.1	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities (form JPL 2896)
<input type="checkbox"/> B-9.2	Notice to Prospective Contractors of Requirement for an Environmental Audit of the Lease Facilities – Alternate (form JPL 2896-1)
<input type="checkbox"/> B-10	Certificate of Current Cost or Pricing Data (form JPL 2496)
<input type="checkbox"/> B-11	Standards of Conduct and Procedures for Handling Contractor Personnel Problems, Discipline, and Separation (form JPL 4412)
<input type="checkbox"/> B-12	(RESERVED)
<input type="checkbox"/> B-13	Claims for Exceptions to Cost or Pricing Data (form JPL 2703)
<input type="checkbox"/> B-14	Billing Instructions – Cost Type Contract (form JPL 2716)
<input type="checkbox"/> B-15	Billing Instructions – CREI Contract (form JPL 2717)
<input type="checkbox"/> B-16	Billing Instructions – Labor-Hour/Time-and-Material Contract (form JPL 2718)
<input type="checkbox"/> B-17	JPL Contractor Safety and Health Notification (form JPL 2885)